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FORENSIC BIOLOGY SECTION TRAINING PROGRAM FOR FORENSIC LABORATORY SPECIALISTS	Issue No.: 2
	Effective Date: 6-March-2006
<p>6 OTHER DUTIES</p> <p>The FLS may be trained to conduct one or more of the tasks outlined in this section. As the FLS completes each of these duties, the corresponding checklist will be completed by the training coordinator (i.e., the qualified examiner that conducts that specific part of the training). The original checklist signed and dated by the training coordinator will be forwarded by the supervisor to the Laboratory Director or their designee in accordance with the Department Quality Manual. These tasks, performed on an ongoing and as needed basis, may include but are not limited to:</p> <p>6.1 Tasks</p> <p>6.1.1 Learn to assist an examiner in the location of stains on bedding and other items of evidence using the alternate light source (ALS).</p> <p>6.1.2 Learn to assist an examiner in the recovery of hairs/fibers from items of evidence being examined.</p> <p>6.1.3 Learn to make the reagents for the detection/identification of physiological fluids and DNA analysis. Refer to the Forensic Biology Section Procedure Manual, Section II, Presumptive and Confirmatory Tests for Biological Substances and Section III, Fluorescent Detection PCR-Based DNA Protocol: PowerPlex® 16 BIO System.</p> <p>6.1.4 Learn to perform routine quality control testing on reagents and laboratory equipment as set forth in the Forensic Biology Section Procedure Manual, Section II - Presumptive and Confirmatory Tests for Biological Substances, Section III - Fluorescent Detection PCR-Based STR DNA Protocol: PowerPlex® 16 BIO System, and Section VI - Quality Assurance Program DNA Typing of Biological Materials. The quality control testing may include, but is not limited to:</p> <ul style="list-style-type: none"> • AmpliTaq™ Gold DNA Polymerase • Antisera and normal sera for human and animal protein • Autoclave • Balances • Centrifuges • DNA concentrator/evaporator • GENE PAGE Plus™ 6% Gel Mix • Heat blocks • Incubators/ovens • Internal Lane Standard • Microscopes • OneStep® ABA p30 cards • PCR-based system kits • Pipettes • Refrigerators/freezers • Standard Reference Material (SRM) 2391 Kit or NIST Traceable samples • Thermal cyclers • Thermometers • Type I H₂O system • Wipe test 	

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<div> <div>6.1.5</div> <div>Learn to fix and stain smears for sperm searches using the Christmas tree stain (Kernechtrot-Picroindigocarmine stain). Refer to the Forensic Biology Section Procedure Manual, Section II, Presumptive and Confirmatory Tests for Biological Substances.</div> </div> <div> <div>6.1.6</div> <div>Learn to perform sperm searches (on stained smears only).</div> </div> <div> <div>6.1.7</div> <div>Learn to prepare agarose gels (1% yield and 3% product gels) and STR typing gels and record the chemical lot numbers.</div> <div> <div>6.1.7.1</div> <div>Learn to properly wrap and store gels.</div> <div> <div>6.1.7.2</div> <div>Learn the procedures for cleaning the STR typing plates with special attention to avoid bind silane contamination and soap residue.</div> </div> </div> <div> <div>6.1.8</div> <div>Learn to scan STR typing gels, photograph yield and product gels, and photograph photographs of yield and product gels. DO NOT DISCARD the gels until the examiner has approved the scan or the photograph.</div> </div> <div> <div>6.1.9</div> <div>Learn to conduct “retro-electrophoresis”, including the documentation of the electrophoresis parameters, following the examiner’s scanning of the gel in the FMBIO® II/III or after the examiner’s approval of the FLS’ scan.</div> </div> <div> <div>6.1.10</div> <div>Learn to take the necessary precautions in order to prevent sample contamination and/or mishandling.</div> </div> <div> <div>6.1.11</div> <div>Learn how to properly dry down DNA extracts and prepare them for agency return.</div> </div> <div> <div>6.1.12</div> <div>Learn to perform the manual AluQuant® Human Quantitation System procedure. NOTE: This training will not be conducted prior to the FLS becoming qualified to perform the automated AluQuant® Human Quantitation System procedure using the BioMek® 2000 Automation Workstation. Prior to performing this task independently, the FLS will undergo a competency test.</div> </div> <div> <div>6.2</div> <div>Evaluation and Qualification</div> <div> <div>6.2.1</div> <div>Completion of the appropriate portion(s) of the checklist by the training coordinator.</div> </div> </div> <div> <div>6.3</div> <div>Miscellaneous Duties</div> <div> <div>6.3.1</div> <div>When assigned duties have been completed, the following additional duties can be done (if applicable). No corresponding checklist will be maintained for these duties. The duties may include, but are not limited to:</div> <div> <div>•</div> <div>Empty and prepare biohazard trash for pick up</div> <div>•</div> <div>Shred contents of shred boxes</div> <div>•</div> <div>Stock commonly used supplies</div> <div>•</div> <div>Clean hoods as necessary</div> <div>•</div> <div>Wipe down common countertops</div> <div>•</div> <div>Clean and autoclave glassware</div> <div>•</div> <div>Inventory and order supplies</div> </div> </div> </div> </div>	

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<ul style="list-style-type: none"> • Clean examiner pipettes • Copy case file documentation for Discovery Orders, etc. 	

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CHECKLIST FOR OTHER DUTIES

Name of Trainee: _____

- 1. FLS is proficient in the use of the alternate light source.**

Date:_____ Training Coordinator/Examiner:_____

Comments:_____
- 2. FLS is proficient in assisting the examiner in the recovery of hairs/fibers from items of evidence being examined.**

Date:_____ Training Coordinator/Examiner:_____

Comments:_____
- 3. FLS is proficient in making reagents specific to the Forensic Biology Section.**

Reagents for case approach (detection/identification of physiological fluids):

Date:_____ Training Coordinator:_____ Reagent:_____

Comments:_____

Reagents for PCR-based STR analysis:

Date:_____ Training Coordinator:_____ Reagent:_____

Comments:_____
- 4. FLS is proficient in fixing and staining smears for sperm search using the Kernechtrot-Picroindigocarmine stain.**

Date:_____ Training Coordinator:_____

Comments:_____
- 5. FLS is proficient in performing sperm searches (on stained smears only).**

Date:_____ Training Coordinator:_____

Comments:_____
- 6. FLS is proficient in preparing, wrapping, and storing agarose and STR typing gels, including recording the chemical lot numbers.**

Product Gel	Date:_____	Training Coordinator:_____
Yield Gel	Date:_____	Training Coordinator:_____
PowerPlex 16 BIO® Gel	Date:_____	Training Coordinator:_____

Comments:_____

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- 7. FLS is proficient in photographing agarose gels.**

Date:_____ Training Coordinator:_____

Comments:_____

- 8. FLS is proficient in photographing photographs of yield and product gels, when applicable to the laboratory in which the FLS is employed.**

Date:_____ Training Coordinator:_____

Comments:_____

- 9. FLS is proficient in scanning STR typing gels.**

Date:_____ Training Coordinator:_____

Comments:_____

- 10. FLS is proficient in the retro-electrophoresis procedure, including the documentation of the electrophoresis parameters.**

Date:_____ Training Coordinator:_____

Comments:_____

- 11. FLS exhibits a COMPLETE understanding of the necessary precautions that need to be taken in order to prevent sample contamination and mishandling.**

Date:_____ Training Coordinator:_____

Comments:_____

- 12. FLS is proficient in drying down extracts and preparing them for agency return.**

Date:_____ Training Coordinator:_____

Comments:_____

- 13. FLS is proficient in performing the routine quality control testing on:**

AmpliTaq™ Gold DNA Polymerase

Date:_____ Training Coordinator:_____

Comments:_____

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Antisera and normal sera for human and animal protein

Date:_____ Training Coordinator:_____

Comments:_____

Autoclave

Date:_____ Training Coordinator:_____

Comments:_____

Balances

Date:_____ Training Coordinator:_____

Comments:_____

Centrifuges

Date:_____ Training Coordinator:_____

Comments:_____

DNA concentrator/evaporator

Date:_____ Training Coordinator:_____

Comments:_____

Heat blocks

Date:_____ Training Coordinator:_____

Comments:_____

Incubators/ovens

Date:_____ Training Coordinator:_____

Comments:_____

Internal Lane Standard

Date:_____ Training Coordinator:_____

Comments:_____

OneStep ABACard® p30 cards

Date:_____ Training Coordinator:_____

Comments:_____

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Page Plus™ 6% Gel Mix

Date:_____ Training Coordinator:_____

Comments:_____

PCR-based system kits

Date:_____ Training Coordinator:_____

Comments:_____

Pipettes

Date:_____ Training Coordinator:_____

Comments:_____

Refrigerators/freezers

Date:_____ Training Coordinator:_____

Comments:_____

Standard Reference Material (SRM) 2391 Kit or NIST Traceable samples

Date:_____ Training Coordinator:_____

Comments:_____

Thermal cyclers

Date:_____ Training Coordinator:_____

Comments:_____

Thermometers

Date:_____ Training Coordinator:_____

Comments:_____

Type I H₂O system

Date:_____ Training Coordinator:_____

Comments:_____

Wipe Test

Date:_____ Training Coordinator:_____

Comments:_____

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Other (Describe in Comments)

Date:_____ Training Coordinator:_____

Comments:_____

Date:_____ Training Coordinator:_____

Comments:_____

Date:_____ Training Coordinator:_____

Comments:_____

14. FLS is proficient in performing the manual AluQuant® Human Quantitation System procedure:

Date:_____ Project Coordinator:_____

Comments:_____

◆END